



DIVISION OF CULTURAL AFFAIRS

CITY OF CULVER CITY

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

REQUEST FOR PROPOSALS #2679

CULTURAL PRODUCER: 2028 OLYMPIC & PARALYMPIC GAMES INITIATIVES

Deadline to Submit Online Application and Written Proposal is ~~July 30, 2026~~

NOW AUGUST 30, 2026

Introduction

Culver City is launching a 2028 Cultural Program Framework to celebrate the Olympic and Paralympic Games coming to Los Angeles in 2028.

This plan is to bring new cultural programs, art activities, and performances to Culver City before and during the games. It focuses on partnerships and highlights Culver City as a creative hub, collaborator, sponsor, and host for cultural activities in Culver City and nearby communities.

The City of Culver City, through its Cultural Affairs Division, is seeking proposals from qualified independent contractors to serve as a **Cultural Producer** (Producer). This role is primarily focused on strategic alignment, proactive relationship building, and inter-agency liaison services. The Cultural Producer will act as a bridge between the Cultural Affairs Division, other City departments, local and regional nonprofits, event organizers, and international delegations, and is expected to provide regular project updates and formal reporting to the Cultural Affairs Commission (CAC) on a quarterly basis.

The City will provide a one-time contract payment of **\$50,000** for the first year (beginning in Fall 2026 (FY26/27)). This is a Professional Services Agreement for an independent contractor working part-time, with the potential for increased compensation and an expanded scope of work in 2027-2028 as the Games approach.

Scope of Services

The Cultural Producer will be responsible for the following key areas during the Fiscal Year 2026/27:

- **Strategic Liaison & Alignment:** Serve as the primary point of contact for the Cultural Affairs Division in coordinating with LA28 and the Cultural Olympiad. Ensure Culver City's local programming is shared across regional calendars and marketing platforms.
- **International Coordination:** Align closely with international partners and hospitality houses that are planning to reside or present in Culver City, including but not limited to the New Zealand Olympic Committee and Afro Village.
- **Regional Collaboration:** Proactively facilitate partnerships and information sharing between Culver City-based entities and regional arts organizations (e.g., partners in Leimert Park and adjacent LA City/County districts).

- **Inter-Departmental Support:** Assist various Culver City departments in ensuring their 2026-2028 events and programs are consistent with the themes and objectives outlined in the 2028 Cultural Program Framework.
- **Production & Event Support:** Provide as-needed support for event production, including logistical oversight for city presence at community events and general production assistance for cultural activations.

Eligibility

Qualified applicants will have at least five (5) years of experience in arts administration, municipal cultural planning, or large-scale event production. Candidates must demonstrate a proven track record of managing complex partnerships and navigating multi-agency environments.

As an independent contractor, the selected Producer must maintain the insurance coverages required by the City's Standard Professional Services Agreement, including General Liability and Workers' Compensation (as applicable). Producer must also become a Culver City vendor and maintain a Culver City Business License.

Proposal Requirements

Applicants are expected to have reviewed the **Culver City 2028 Cultural Program Framework** before applying.

1. **Professional Profile:** Provide a resume or CV and a cover letter detailing your experience with regional arts coordination and/or international cultural programs. *(15,000 characters maximum, approximately 8 standard pages)*
2. **Work Plan:** Describe your approach to managing a calendar that incorporates multiple stakeholders and how you would proactively seek out new regional collaborations. *(500 words maximum; single spaced page)*
3. **Relevant Experience:** Provide three (3) case studies of projects where you served as a liaison between government agencies and nonprofit or international partners. *(500 words maximum per case study)*
4. **References:** Provide three (3) professional references familiar with your work in cultural production or coordination.
5. Submit as **ONE combined pdf file** to cultural.affairs@culvercity.org by 5 PM on ~~July 30, 2026~~ **NOW AUGUST 30, 2026**. Proposals arriving after this date and time will not be considered.

Evaluation & Selection

Proposals will be reviewed by City staff and members of the Culver City Council and Cultural Affairs Commission. Selection will be based on the applicant's experience with high-level coordination, their understanding of the LA28 landscape, and their ability to represent the City of Culver City to international and regional partners.

About Culver City

Incorporated in 1917, the City of Culver City, dubbed as "The Heart of Screenland," is a five-square mile, urban community of 40,000 residents. Culver City is particularly known for its "small town" charm, growing high-tech and creative economies, and a dynamic

downtown that is a regional destination for live theater and public art. Culver City is centrally located on the Westside near Santa Monica, Crenshaw, and Marina Del Rey. Culver City is particularly known for its well-run public school system, “small town” charm, growing high-tech and creative economies, and a dynamic downtown that is regionally known as a destination for restaurants, live theater, and public art.

Applicants are encouraged to read the City's 2028 Cultural Program Framework, which outlines our vision for using the 2028 Games to strengthen long-term cultural capacity and regional collaboration.

Please email any questions regarding this Request for Proposals to cultural.affairs@culvercity.org.